



Metropolitan Nashville Planning Department

Metro Office Building
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Nashville, TN 37201
www.nashville.gov/mpc

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Community Plan Amendment Application

APPLICATION FEE: Major Amendment - \$1,000; Minor Amendment - \$500

Application No. _____

Date Submitted: _____

(Assigned by Planning Department staff)

Community Plan(s) _____

Associated cases: ☐ PUD ☐ UDO ☐ Zone change ☐ Subdivision ☐ Mandatory Referral
☐ Major and Collector Street Plan Amendment

Refer to the Community Plan Amendment Procedures document on the Planning Department website under Applications and Fees before filing this application

Attach the written determination by the Planning Department Executive Director of whether the proposed amendment is a Major or Minor Amendment, which will include a map of the study area for the plan amendment. Failure to attach this material will result in an application being considered incomplete.

Attach a list containing the following information:

- Map and Parcel Numbers (if any portions of parcels are included, use "part of parcel...")
- Number of Acres
- Property Owner(s)
- Current Community Character Policy or other provision to be amended
- Requested Community Character Policy or other amendment

Describe how the proposed community plan amendment would be a better fit for the future of the area in question and adjacent areas than the current policy(ies).

Summarize the changed conditions that might support changing the community plan as proposed in this application.

Explain why a change to the community plan might be justified at this time.

☐ Architect ☐ Engineer ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

APPLICANT CONTACT INFORMATION

NOTE: All communication by phone, fax, e-mail, or mail will be with the applicant. *You must fill in all information --- fields are not optional. PLEASE NOTE THAT A LETTER INDICATING THE CONSENT OF THE PROPERTY OWNER, SIGNED BY THE PROPERTY OWNER, MAY BE REQUESTED AND REQUIRED AT THE DISCRETION OF THE EXECUTIVE DIRECTOR.*

Applicant's Name _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cell

Phone: _____ ☐ business ☐ home ☐ cell

Fax: _____ ☐ business ☐ home

Applicant E-mail: _____

Applicant Signature: _____

Print Name: _____

Checklist

- _____ Application filled out completely
- _____ Planning Department Executive Director Major or Minor Amendment Determination Memo including Map showing properties to be included in the amendment study area
- _____ List of properties
- _____ Application fee
- _____ Trustees - disclosure of all beneficiaries

Application Fee: \$_____.

Accepted by: _____ Date: _____

Community Plan Amendment Procedure

1. Contact the Community Plans Division of the Metro Planning Department before filing an application for a plan amendment to begin the process of determining if the plan amendment will be deemed a "major" or "minor" plan amendment and what the amendment study area will be. Contact Cindy Wood at 615-862-7166 or cindy.wood@nashville.gov.
2. As stated above, the Planning Department Executive Director will determine whether the amendment is a Major or Minor amendment as well as the study area for the proposed amendment.
 - a. **Major plan amendments** require one or more community meetings convened by the Planning Department prior to the public hearing at the Planning Commission. The application fee for a Major plan amendment is \$1,000.
 - b. **Minor plan amendments** may also entail a community meeting, if a meeting is requested by the district Councilmember(s) or determined to be necessary by the Planning Department. The application fee for a Minor plan amendment is \$500.
 - c. **MPC Agenda Scheduling**
 - i. For minor amendments, the request will be placed by staff on the next available Planning Commission agenda (based on the normal six-week review cycle for Planning Commission agenda items) for the Commission to hold a public hearing and reach a decision on the matter.

- ii. For major amendments, the request will be placed by staff on the Planning Commission agenda for the Commission meeting that is eight weeks after the request is filed so as to allow adequate time to conduct the community meeting.
- 3. Once the determination of whether the plan amendment will be a “Major” or “Minor” plan amendment is made, the applicant submits the amendment application and filing fee to the Planning Department. Cash, checks and VISA/MC are accepted. Checks should be made payable to “Metro Government”.
- 4. Planning Department staff will work with the applicant to schedule any necessary community meetings and mailings to the community. Staff will prepare a report and recommendation to the Planning Commission one week prior to the Commission’s public hearing.
- 5. At the public hearing the Planning Commission will approve, approve with conditions, or disapprove the request or to defer the matter for further information or analysis by staff or the applicant. Please note that the Rules and Procedures of the Metropolitan Planning Commission require an affirmative vote of at least six members of the Commission for the adoption of a plan or any amendment to a plan (see Section VIII. Specific Rules, A. Plan Adoption or Amendment on page 8 of the Rules and Procedures).